



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## New Lisbon Correctional Institution

Date: September 3, 2020

To: NLCI Inmates

From: Ms. Harper, Program Supervisor / Ms. Goodman, Education Director

RE: Virtual Visitation requests

Effective for visits scheduled for the week of September 14, 2020, when visitors are requesting a virtual visit, please have them submit the following information:

- Inmate name & number
- Housing unit
- Date/time requested for the visit
- Names of all visitors to be included on the visit

**Please be advised, if this information is not included in the emailed request, the request will not receive a response from the person scheduling the visits.**

As a reminder:

- The email address for visiting requests is [DOC DAI NLCI Zoom Visits@Wisconsin.gov](mailto:DOC_DAI_NLCI_Zoom_Visits@Wisconsin.gov)
- The deadline to request a visit is noon on Friday for the following week.
- It may take several days to receive a response to the visit request.
- Visits are scheduled on a first come, first served basis.
- If the time you request is already filled the next available spot will be assigned as your time.
- Requests for visits are best taken care of electronically rather than contacting the institution directly.
- If there are connectivity issues on the part of the visitor or if the visitors do not arrive for the visit, this will count as a visit.

Visits are scheduled as follows:

### A Unit

Tuesday from 2:30 p.m. - 8:00 p.m. or Saturday from 8:30 a.m. - 11:00 a.m.

### B Unit

Wednesday from 2:30 p.m. - 8:00 p.m. or Saturday from 11:30 a.m. - 2 p.m.

### C Unit

Thursday from 2:30 p.m. - 8:00 p.m. or Sunday from 8:30 - 11:00 a.m.

### D Unit

Friday from 2:30 p.m. - 8:00 p.m. or Sunday from 11:30 a.m. - 2 p.m.

Holidays - A-Unit - 8:30 a.m. - 9:30 a.m., B-Unit - 10:00 a.m. - 11:00 a.m., C-Unit - 11:30 a.m. - 12:30 p.m. and D-Unit - 1:00 p.m. - 2:30 p.m.